

OFFICE HELP

Access sums don't add up

Q I want to create a report in Microsoft Access that keeps a running sum of monthly payments, including a separate initial deposit. So, for example, if a customer pays an initial deposit of £500 and then pays monthly sums towards a total, my report should show:

Month	Paid this month	Total payments
Jan	£20	£570
Feb	£30	£600
Mar	£50	£650

and so on. How can I get the results I want?

B Miller

A We'll assume that the initial deposit is stored in a main table, with the monthly payments stored in a related table in which each record holds details of a single payment, and that the two tables have a one-to-many link from the main table.

With this configuration you can create a query that shows the records from both tables, which you can use as the basis for the report. You should then group the

report on the main customer ID, and have a group footer that shows the sum of the deposits made using a formula such as:

`=Sum([depamount])`

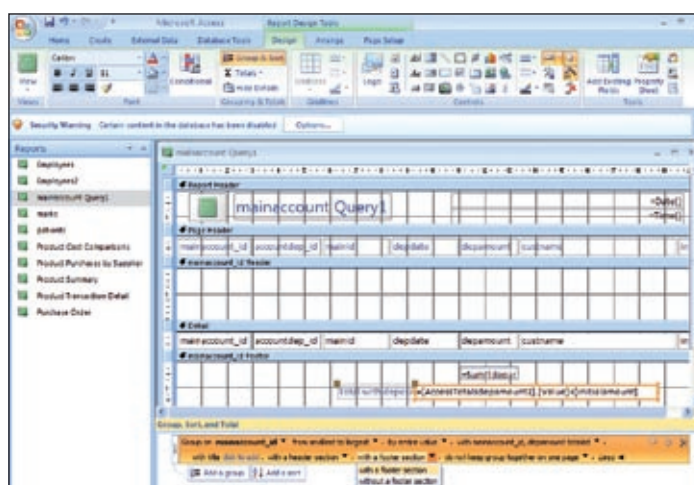
All you need to do next is add a text box below that to the group footer, and set its Control Source property to:

`=Sum([depamount])+[initialamount]`

Give it a suitable caption, such as "Total amount including initial deposit", and you're there.

You could make this slightly more efficient by using the running sum you calculated before rather than recalculating the value again. For example, the group footer sum could be held in a control called AccessTotalsDepositAmount1, so the more efficient calculation of the overall deposit total would be:

`=[AccessTotalsDepositAmount1].[Value]+[initialamount]`



◀ Use a group footer sum to calculate running totals per depositor

INTRODUCTION

Have you got a spreadsheet that doesn't add up, a Word document that needs a text-formatting macro or a database that's waiting for a report to be written? Don't fret: we're here to help. Just send us your query to the email address below and our resident office applications expert will find your solution. Please include as much information as you can, including the version of the application you're using, a sample of any data and details of any steps you've already taken to solve the issue.

Kay Ewbank

Database developer and productivity expert Kay Ewbank offers help with office applications.

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Decimal places in Word

Q My Word document contains a table of numbers that I've added using AutoSum, with the total for each column in the bottom row. I want the answers to look similar in format to the values I've input in the table, which have two decimal places. AutoSum is fine as long as the answer has decimal places. However, if it has only one decimal place or results in a whole number, my sum appears as 15.5 (say), or 32, rather than 15.50 and 32.00. Is there a way to format the table cells to get the format I want? I've found nothing about formatting table cells in the help.

Dan Johnston

A You need to modify the field code you've inserted into the table. Highlight the field in the bottom row of the table, right-click and choose the 'Edit the field' option. Then modify the formula so that instead of reading:

`{=SUM(ABOVE)}`

it reads:

`{=SUM(ABOVE) \# "0.00"}`

Depending on which version of Word you're using, you may then need to press F9 to update the field, then press Alt-F9 again to turn the field display off.

If you're using Word 2007, you need to choose Edit the field, then click the Formula button to display the formula, before finally choosing the Number Format option of 0.00.



▲ Set the field format to 0.00 to see two decimal places

Mailmerging in Office

Q I'm using Microsoft Word to print copies of a questionnaire for our local sports centre. To help me analyse the results, I'd like to number each individual questionnaire, but as there are 2,000 copies, I don't want to have to do this by hand. Is there a way to add the numbers to the questionnaire automatically?

George Smyth

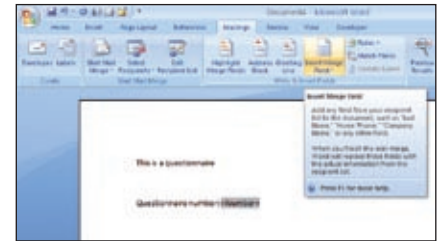
A There are a couple of ways to do this. One solution is to use an Excel spreadsheet to hold the list of sequential numbers. In cell A1 enter the title 'QuestNum'. Enter the starting number into cell A2 – you probably want to start the numbering at 1, but you can pick any number you like. Next, use Excel's Fill Series option to complete the rest of the numbers. If you're using a version of Excel prior to 2007, choose Fill, Series from the Edit menu. Enter a step value of 1 and a finish value that's 2,000 more than your start value, and set the data to be in

columns. If you're using Excel 2007, the Fill button is the down arrow next to Sort and Filter on the Home tab of the menus, and the choices are the same as those of earlier versions. Save the worksheet when you've finished.

Back in Word, set up a mailmerge. Depending on your version of Word, you'll find this in Tools, Mail Merge, or Mailings, Start Mail Merge.

If you're using Word 2003 or earlier, you need to click on the Create button, choose Form Letters and pick Active Window from the choices you're offered. You then need to click on the Get Data button, choose Open Data Source and browse until you can select the spreadsheet you created earlier. Select the Entire Spreadsheet, and select Edit Main Document.

At this stage, you'll be able to see the Mail Merge toolbar. In the questionnaire you've created, click where you want to insert the questionnaire number, choose Insert Merge Field from the toolbar, and select the QuestNum field. To complete the process, click the Merge button and your questionnaires will be created.



▲ Select the Merge field to insert the numeric sequence into a Word mailmerge

The process is similar with Word 2007. With the questionnaire document open, click on the button for Select Recipients and, from the choices on offer, choose Use Existing List. Browse until you've located the spreadsheet, and select Sheet 1 (assuming that was where you entered the data). You can then choose Insert Merge Field from the toolbar, and select QuestNum to insert the number. To create the documents, select the button labelled Finish and Merge.

PowerPoint border control

Q Several of the slides in my PowerPoint presentation are formatted as organisational layouts – that is, boxes with names and titles that are joined together by lines. These look fine in Slide view and in Screen view, but when I look at them in Normal view the lines and borders disappear. I've checked the formatting of the lines, and they're set to automatic (black). What on earth is going on? I've spent ages fiddling with them, but without any success.

John Charlton

A There are two possible solutions to this problem, neither of which seems very reasonable at first glance. The first thing to do is make sure you've installed a local printer, even if you haven't actually got one. PowerPoint has this rather quaint expectation that you will have a printer,

and PowerPoint 2007 in particular will exhibit all sorts of strange behaviour if you don't humour it. Just pick any standard printer driver and install it.

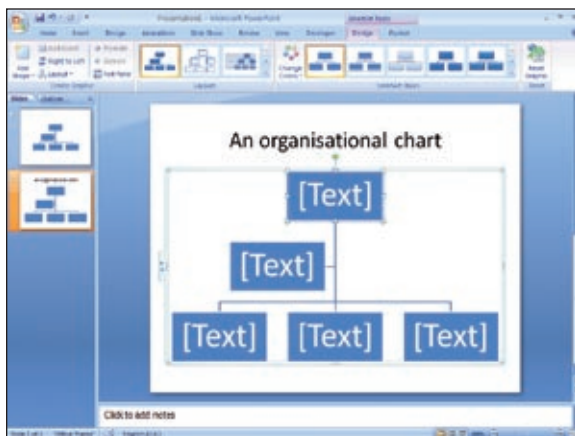
If that doesn't help, you need to turn down your graphics hardware acceleration. PowerPoint is actually quite demanding of the graphics hardware (unreasonably so, you might think), and you may get a better display if you turn the graphics acceleration down.

If you're using Windows 98, look in the Control Panel for the System icon. In System, you need to click on the Graphics button on the Performance tab. Drag the Hardware Acceleration slider all the way to the left, then click OK to get back to the Desktop. You may have to restart your computer for this to take effect.

If you're running Windows XP, right-click on your desktop, choose Properties and then click Advanced on the Settings tab. In the dialog box that appears, select the Troubleshoot tab and then pick Hardware acceleration. Try moving the slider one notch to the left.

If you use Windows Vista, you need to right-click on the desktop and choose Personalize. Click the button labelled Display Settings and choose Advanced Settings, followed by the Troubleshoot tab. You now need to click on Change Settings, and in the Display Adapter Troubleshooter dialog box, move the slider one notch to the left.

If this works, check that you've got the most up-to-date video driver for your graphics hardware, as a more recent driver may solve the problem.



▲ Turn graphics acceleration down if PowerPoint slideshows are not appearing correctly

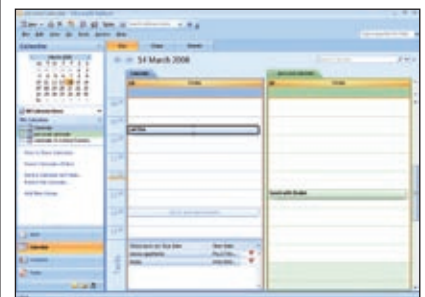
Double dates in Outlook

Q I have two calendars in Outlook. At the moment, I have to open the second calendar manually, but I'd like them both to open whenever I start Outlook. Is there a way to do this?

A Howden

A You can do this as long as the second calendar is listed in your folder list. Go to the calendar view, and you'll see that your main calendar is already open. In the Navigation Pane, right-click on the second calendar and choose the option Open in New Window. Both calendars will now be open. Make sure both calendars are still open when you close Outlook by choosing File, Exit. Outlook will then remember that you want both calendars open in subsequent sessions.

The process is slightly different in Outlook 2007. Click on the arrow in the My Calendars section of the Navigation Pane, put a tick next to all the calendars you want to see by default and exit Outlook using File, Exit. The next time you open Outlook, both calendars will be visible in the Calendars section. ☑



▲ You can have more than one calendar open